

Syllabus
QMB-5304 Introduction to Managerial Statistics
Section 6649, 2 credits, Spring 2018, Mod 3

Instructor: Keith Florig. kflorig@ufl.edu

Office hours (in 225 Stuzin): M/W 2:30-3:30 pm or appointment

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Office hours (in Hough 3rd floor lounge): W 2:00-3:00 pm

The best way to reach us quickly is by email rather than by Canvas in-mail

Meeting coordinates:

M/W, 1/08-2/21 4:05 pm – 6:00 pm, HGS 340 13 class meetings No meeting on MLK Day, 1/15
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Course Description: Business decisions can be better informed by collecting and analyzing data. Gaining insight from data is the main goal of Statistics. This course offers some basic concepts and methods to make cost-effective use of data and to properly assess the uncertainty of conclusions drawn from it. For a list of topics covered in this course, see the Course Schedule on the last page of this syllabus.

Course Website: Course materials will be posted on our course’s Canvas website. The login page is located at lss.at.ufl.edu/

Textbook : The recommended textbook is Albright & Winston’s Business Analytics: Data Analysis and Decision Making, 6th edition. There’s an ebook version available via the bookstore which gives you 12 months of on-line access via the publisher’s website. ISBN: 9781337094993. Earlier versions of this textbook are also workable, however, assigned reading sections in the 6th edition may not align with older editions. This just means that you have to locate the right topics in the older editions.

Supplemental resources:

The textbook publisher’s MindTap systems has video tutorials and other aids to help you. In addition, Khan Academy has many excellent video tutorials on probability and statistics. Each is brief and accessible. <https://www.khanacademy.org/math/probability>

Software: Because it is readily available, we will use Excel for data analysis. You will need to assure that Excel’s Analysis Toolpak add-in is installed on your computer. For help with installation and use of the Analysis Toolpak, go to Canvas > Files and download “Using Excel’s Analysis ToolPak Add-In.” For help with other functions of Excel, consult the Excel Tutorial in the same location. Short video tutorials on specific excel functions can be found by searching Youtube.

Although purchasing the textbook enables free access to a statistical package called StatTools, we will not use StatTools in this course because it is not common in the outside world. However, you might want to download StatTools and explore its capabilities.

Lecture PPTs: Lecture slides will be posted to Canvas>Files. You will learn the material best if you review the PPTs before lecture, rather than read them during class.

Grading: Final grades will be determined from the following components:

Component	Weight
Syllabus quiz	3 %
Attendance & class participation	7 %
Individual homework	10%
Team assignment	10%
Exam 1	30 %
Exam 2	40 %

Your final grade for this course will depend on your relative ranking in the class. Following college guidelines, final grades will be assigned so the grade-point average for the entire section is no greater than 3.50. For instance, 20% A, 30% A-, 30% B+, and 20% B, is one possible distribution. Grades lower than B will be assigned if performance warrants. To monitor your relative performance on each exam/quiz/assignment, compare your score against the mean score posted on Canvas > Grades. Extra credit assignments are not available.

Syllabus quiz. All students must complete a brief quiz on the contents of this syllabus within one week of the start of the course. The quiz is available on Canvas. To get full credit for the quiz, you must get a perfect score, but you can take it as many times as you like. Like the exams, the syllabus quiz requires the Respondus Lock-Down Browser. If you don't already have this browser installed, Canvas will prompt you to install it when you launch the Syllabus quiz.

Attendance and class participation are part of your grade. Excused absences are available only for certain documented situations as defined by [UF's attendance policy](#). Job interviews are not excused absences. Religious observances are excused absences, provided I am notified by email (kflorig@ufl.edu) BEFORE the absence.

The following are particularly important for receiving full credit for attendance and class participation:

- Attend the section for which you are registered.
- Attend all classes
- Arrive on time.
- To assure credit for remarks in the classroom, each student should display a name card in large bold lettering at their seat. Card should display the name you want to be called, followed by the initial of your family name, e.g., "Becky T."
- Contribute to class discussion.
- Silence your phone during class.
- Use your electronic devices only for class-related work during class.
- If you know in advance that you will miss an upcoming class, notify the instructor by email (kflorig@ufl.edu).

Individual Homework:

Practice homework problems will be periodically posted on Canvas > Files > Homework. Do not hand in your solutions to these practice problems.

Required homework problems will also be assigned from the textbook. There are four required individual homework assignments.

Due dates for required homework are listed in the Course Schedule below. Required individual assignments must be submitted before the start of class on the date that they are due. No late assignments will be accepted.

Submit your required homework in **pdf format** via Canvas > Assignments. Include all of the steps in your reasoning to solve each problem. If the grader cannot tell what you did to solve the problem, you will not receive full credit. When you upload your homework file, please use the following file name: FAM_GIVEN, where FAM is your family name, GIVEN is your given name.

To receive full credit for a required homework assignment, your work must (1) reflect a good faith effort to address the assigned problem on your own, (2) show all the steps in your calculations, and (3) be submitted on time. Points will **not** be deducted for any errors that your solution might contain. You are expected to work independently on required homework problems. Submitting solutions that have been copied from other students is plagiarism, for which there are serious penalties.

Solutions to required homework problems will be posted on Canvas > Files following the due date.

Team Assignment: During the last few weeks of the course, teams will be randomly assigned to work on an assignment involving some analysis and a team presentation. To avoid teamwork problems, make sure each team member has a specific assignment with a hard deadline. During each phase of a project, communicate with each other early, often, and inclusively.

In grading this team assignment, the default assumption is that all team members contributed equally to the team product. If you feel this is not the case, send email to the instructor (kflorig@ufl.edu) requesting a survey of your team members' performances. Based on the results of this survey, team members' scores on the team assignment may be adjusted to better reflect the relative contributions of each team member. Your request for this survey must be sent before the date of your team presentation.

Exams: Exams test knowledge of concepts covered in the lecture notes (ppts) and assigned sections of the textbook.

Exams will be on-line and multiple choice. Exams require the Respondus LockDown Browser. If you completed the Syllabus quiz, you should already have this browser installed.

Although exams are closed-book, you are permitted to use one handwritten 8.5x11 sheet of notes (ok to use both sides).

Late arrivals on exam day will not be seated. Exams may not be made-up unless there is a documented emergency (e.g., illness with doctor's note) as defined by [UF's attendance policy](#).

To take an exam on the assigned day, **you MUST bring your wifi-enabled laptop to class**. You are responsible for having a working wifi connection and the Respondus Lock-Down Browser. No make-ups will be offered for failure to bring your laptop with operational wifi and Lock-Down browser.

Student Performance and Accountability: We follow the HGSB's guidelines at warrington.ufl.edu/graduate/academics/msm/docs/StudentPerformanceAccountability.pdf

Academic Honesty: UF policy provides serious penalties for academic dishonesty, including possible failure of the course and/or dismissal from the university. It is the student's responsibility to be familiar with the Student Honor Code: dso.ufl.edu/sccr/process/student-conduct-honor-code/ Examples of honor code infractions include, but are not limited to, texting during an exam, copying from others during an exam, sharing contents of an exam with someone who has yet to take it, copying solutions to homework problems from others, submitting fake excuses for absences, forging a signature on a class sign-in sheet, and plagiarism (presenting the intellectual work of others as your own work without attribution).

Accommodations for Students with Disabilities: This course follows university guidelines for accommodating students with disabilities. Students can request accommodation by following the procedures at dso.ufl.edu/drc/

Counseling Services: Feeling overwhelmed? UF's Counseling and Wellness Center can help: counseling.ufl.edu/cwc/

Course Schedule, Readings, Quizzes, and Assignments

Subject to change. Monitor announcements on Canvas. The latest version of this syllabus will always be available on Canvas > Files > Syllabus

#	Day Date	Main Lecture Topic	Textbook sections to read BEFORE class	Today's deliverable (required)
1	M 1/08	Syllabus review Descriptions of a single variable: populations, samples, data types, measures of central tendency and variability, empirical rule for bell-shaped numerical data	Ch. 2.1-2.6	
2	W 1/10	Relationships among variables: COUNTIF, histograms, box plots, scatterplots, covariance, correlation	Ch. 3.1-3.4	
	M 1/15	Martin Luther King Day – Holiday No class		
3	W 1/17	Probability Normal distribution	Ch. 4.1-4.3 Ch. 5.1-5.3	Syllabus quiz due 9 am Homework 1 on Ch 2,3
4	M 1/22	Sampling methods Review session	Ch. 7.1-7.3	Homework 2 on Ch. 4,5
5	W 1/24	Exam 1 on Chapters 2, 3, 4, 5 and 7-1 thru 7-3		Exam 1
6	M 1/29	Sampling distributions, standard error of the mean, central limit theorem, confidence intervals	Ch. 7.4 Ch. 8.1-8.10	
7	W 1/31	Hypothesis testing	Ch. 9.1-9.3	
8	M 2/05	Regression I: simple, multiple, dummy variables	Ch. 10.1-10.8	Homework 3 on Ch. 7,8, 9
9	W 2/07	Regression II: interactions, non-linear models, training & validation, outliers, heteroscedasticity	Ch. 10.1-10.8 Ch. 11.1-11.8	
10	M 2/12	Regression III: sampling distribution of regression coefficients, ANOVA table, multicollinearity, stepwise regression	Ch. 11.1-11.8	Homework 4 on Ch 10, 11
11	W 2/14	Team presentations on regression		Team PPTs and Excel workbook
12	M 2/19	Review session		
13	W 2/21	Exam 2 on material since Exam 1		Exam 2

***** END OF SYLLABUS *****